



Extended Care Policies, Procedures, and Monthly Fees

HOURS OPEN

Monday through Friday from 7:00 a.m. – 7:50 a.m. and 1:00 p.m. - 6:00 p.m.

DAYS CLOSED

SCHOOL HOLIDAYS: Labor Day, Veteran's Day, Thanksgiving Holiday, Christmas/New Year Holiday, Martin Luther King's Day, President's Day, Spring Break, Good Friday, Easter Monday, Memorial Day, all teacher planning and conference days, all unused weather days AND any Early Dismissal Day before a school holiday.

EARLY DISMISSAL DAYS

Reservations must be made one week prior to the date and will be accepted based on space availability.

Extended Care will be closed on any early dismissal day before any school holiday including the last day of the school year.

OCCASIONAL CARE

AM occasional - \$7.00 per usage. Any CCA student arriving before 7:30 a.m. will be sent to early morning care. The \$7 fee will be charged regardless of arrival time.

PM occasional - \$7 per hour (or any part of an hour) per student. **PM occasional care is based on space availability. Care must be made in advance**

LATE PICK-UP

CCA closes promptly at 6:00 p.m. and all students are to be picked up before this time.

Late Fee:

- **1st time:** \$10 for the first fifteen minutes and \$15 for each additional 15 minute period. Student(s) may not return to extended care until payment is paid in full.
- **2nd time:** \$15 for the first fifteen minutes and \$20 for each additional 15 minute period. Student(s) may not return to extended care until payment is paid in full.
- **3rd time:** \$20 for the first fifteen minutes and \$25 for each additional 15 minute period. Student(s) may not return to extended day until payment is paid in full.

Billing statements will be emailed to you on the first of each month. A \$10 late fee will be charged to your account if payment is not received by the 10th of each month. If you prefer for your statement to be sent home with your student(s) let the extended care office know in advance.

ENROLLMENT PROCEDURE

To enroll in Extended Care whether it is for full time care or occasional care, parents need to complete and return the following:

A. Registration form (one per family)

B. Registration fee (monthly usage fee due no later than school orientation date)

PAYMENTS

1. The registration fee of \$40 is due at time of registration. First month's payment is due by Monday, August 15.
2. Monthly fees are due by the 10th of each month. Billing statements will be emailed on the first of each month. If a payment is not received by the tenth of the month a \$10.00 late fee will be charged to your account. In addition to the late fee, your child may not return to Extended Care until your account is paid in full.
3. There will be a \$25.00 fee for all returned checks.
4. For the month of December, full time fees will cost half the normal fee.
5. Fees are charged for full-time registered children whether or not the children are in attendance each day.
6. A late pick-up will result in an additional fee.
7. All fees must be paid in full at the end of the school year in order to receive final report card.

A.M. DROP OFF PROCEDURE (7:00 a.m. – 7:30 a.m.)

In order for the Extended Care staff to promote the safest and most efficient conditions for your child, please follow these procedures:

Enter 2nd entrance from Livingston Road. Drive around the field and follow the line of cars. You DO NOT have to park and walk your child in. Only when your car is at the "AM ENTRANCE" sign can you drop your child off and remain there until you see them enter the building. Please do not park and leave your car in the line. You may park in the parking lot if you plan to walk your child inside.

P.M. PICK-UP PROCEDURE

Parents are to go directly to the Extended Care office to check their child out. The staff will be contacted and your child will meet you there.

Parents must show proper identification when signing children out. If there is a change in your child's normal pick-up person, please send a note to the Extended Care office or call 268-5353. This will help expedite the dismissal procedure. The sign out procedure will be the same as above.

SNACK

An afternoon snack will be provided on school days. If your child has any special dietary needs, please make arrangements to send the special snack to the Extended Care office for distribution.

LUNCH

Extended Care students who attend half day extended care are required to bring a lunch and drink.

BEHAVIOR GUIDELINES

Extended Care will provide an atmosphere of order that is essential to allowing a student to strive toward a Spirit-controlled, Christ-like life. We believe parents bear the primary responsibility for teaching their children right behavior and attitudes and we will depend heavily on parents to help if there is a behavior problem. Rules and regulations are imposed to encourage proper habits, enabling the student to become self-disciplined. These rules will be clearly and concisely presented to the student.

Standards of behavior expected:

1. Treat everyone with respect.
2. Respect the property of others and the school.
3. Make choices that allow the safety of one's self and others.
4. Make responsible choices regarding behavior.
5. Make choices that enable all students to have positive experiences each day.

We want your child to experience a positive, enjoyable time; therefore, failure to comply with expected behavior will result in dismissal from the program. In addition to these policies students and parents are expected to follow all policies established in the Student Handbook.

HEALTH POLICY and MEDICATION

The Extended Care staff will contact you if your child is sick. The Director of the Extended Care program has the discretion to notify parents to pick up their child if the child has a fever of 100 degrees or above, if a child has an open and draining sore, if any other contagious condition exists, or if the child has a serious injury.

If your child requires any medication during the period they are in Extended Care, parents must bring it to the school office, complete a Parent Permission for the Administration of Prescribed Medication form and note on it the time child needs to take it during Extended Care. If the school office is not open, please take it to the Extended Care office and follow the above procedures.

PERSONAL BELONGINGS AND VALUABLES

PLEASE mark all your child's personal belongings with their name. Items left for more than one month will be donated to a charitable organization. CCA cannot be responsible for lost or broken items; therefore personal toys, computer games, radios, jewelry or other valuables should be left at home. Cell phones and ipods are not permitted.

COMMUNICATION

We will strive to keep you well informed about "special happenings". Please be sure to take a moment to view our website regularly.

CCA EXTENDED CARE

Monthly Fees

REGISTRATION FEE: \$40 (yearly per family, non-refundable)

For a complete registration packet contact the Extended Care Office at 268-5353

EARLY CARE

7:00-7:50

\$50 per month a.m. care only

\$7 flat fee per morning for occasional use

CONTRACTED MONTHLY CARE

7:00-7:50 - \$50

1:00-2:30 - \$75

1:00-3:30 - \$160

1:00-6:00 - \$235

3:30-6:00 - \$190

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